



Career Opportunity

United States Probation Office
Southern District of Texas

Position: Data Quality Analyst
Location: Houston, Texas
Closing Date: Until Filled
Salary Range: \$43,298 - \$70,426 (CL-26)*
*Salary Commensurate with Qualifications

Position Overview

This position is located in the U.S. Probation Office. The data quality analyst is responsible for ensuring the integrity, management and proficient use of the Probation and Pretrial Automated Case Tracking System (PACTS). The data quality analyst keeps abreast of all upgrades to the PACTS database. Performs analysis on the impact of national PACTS upgrades and their applicability to the local U.S. Probation Office. Trains, teaches and coordinates all staff district-wide on the implementation of new PACTS modules, fields and features. Produces daily quality control reports and identifies normalization and non-normalization in the database and use for quality control. The data quality analyst assesses the impact of PACTS information to staffing formulas.

Qualifications

Applicants must have at three years general work experience plus three years of specialized progressively responsible experience in the areas of data processing, office automation and data communication functions, applications, terminology, and methodology. Must have the aptitude to extract and analyze information from databases and identify deficiencies. Expertise is needed to ensure cooperation and improvement from a variety of people.

Knowledge of probation operations procedures and principles is preferred. A bachelor's degree is also preferred.

Benefits

Benefits include participation in the retirement system, thrift savings plan, health and life insurance, and holidays and leave. The court cannot reimburse candidates for travel or moving expenses.

Send Application and Resume to:
Steve Lowe, Personnel Director
United States District Court
Post Office Box 61010
Houston, Texas 77208-1010

The application can be downloaded at www.txs.uscourts.gov.

The court may withdraw this announcement without notice. Applicants may be considered for similar positions for 90 days after this position is filled. Candidates will have their backgrounds checked, including law-enforcement data. This position is not in the Civil Service System, and the tenure is “at will.” Applicants’ skill levels may be tested.

Equal Opportunity Employer